



Organization of Scientific Area Committees (OSAC) for Forensic Science

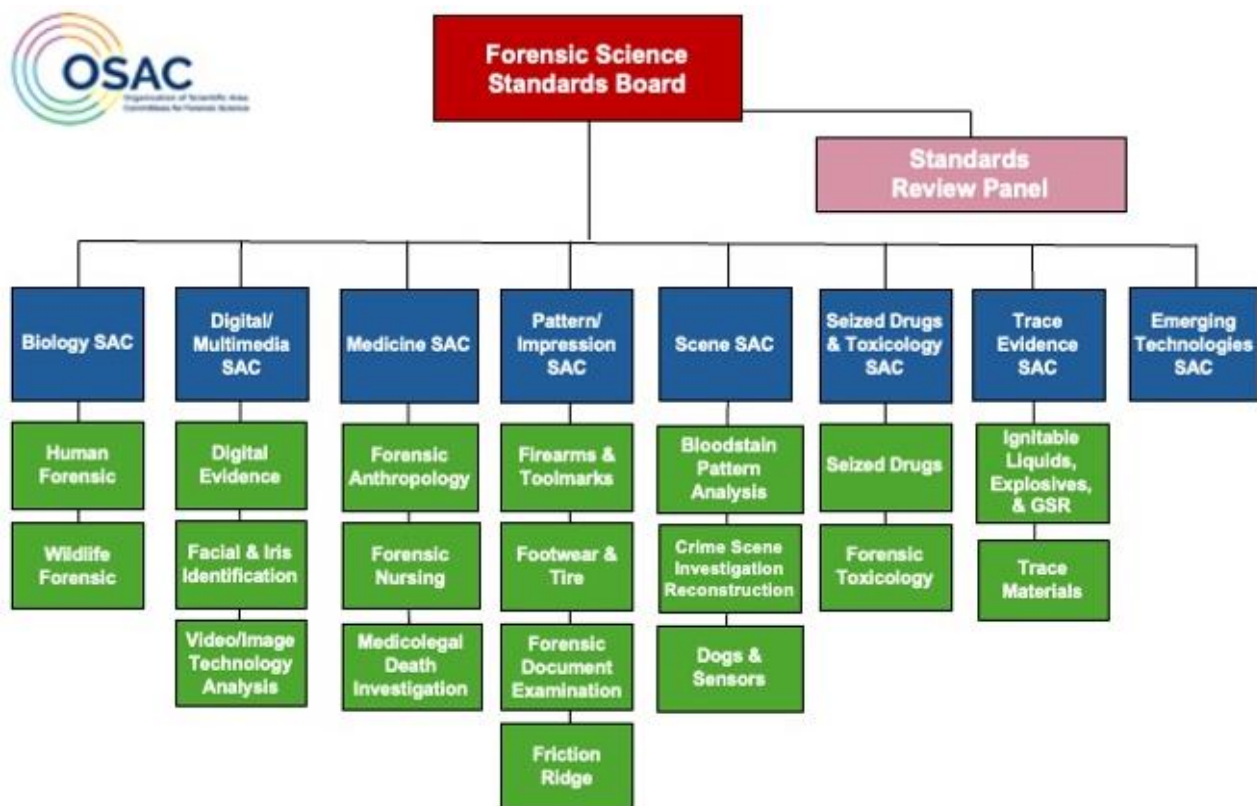
CHARTER AND BYLAWS

1. Introduction

The National Institute of Standards and Technology (NIST) has primary responsibility to coordinate and facilitate the development of forensic science standards in the United States. To carry out its responsibilities assigned by Congress, NIST devised the Organization of Scientific Area Committees (OSAC) for Forensic Science, consisting of Scientific Area Committees (SACs) that report to a Forensic Science Standards Board (FSSB). Each SAC oversees discipline-specific Subcommittees (SCs). Although the primary audience for consensus-based forensic science standards are practitioners, stakeholders also include organizations and individuals who comprise the justice system and who have a vested interest in forensic science.

1.1 Mission

OSAC's mission is to strengthen the nation's use of forensic science by facilitating the development of technically sound standards, and promoting the implementation of those standards.



1.2 Objectives

OSAC's objectives are to:

- facilitate the development of discipline-specific forensic science standards and evaluate standards for placement on the OSAC Registry,
- promote the implementation of standards on the OSAC Registry by the forensic science community and legal system,
- identify discipline-specific research and development needs that support current and future standards development efforts,
- engage the broad community of interested individuals and organizations in these efforts, and
- establish and strengthen working relationships with pertinent organizations.

2. **Administration**

NIST shall be responsible for the administration of OSAC and shall manage its financial affairs in accordance with procedures prescribed by the federal government. Only NIST shall have the authority to enter into contracts for OSAC.

NIST, in its role as the OSAC administrator, is responsible for:

- managing all aspects of OSAC's internal operations, including providing the human, financial, and technology resources in support of OSAC directed activities,
- coordinating with the FSSB about OSAC's direction and work products, and
- ensuring appropriate OSAC documents are publicly available online.

The FSSB is the governing board of OSAC and the mechanism by which NIST gains forensic science community input into the management and administration of the OSAC. The FSSB, in consultation with NIST, shall determine OSAC policies and procedures and provide strategic direction to the OSAC to achieve its objectives.

3. **Core Principles**

All standards approved for inclusion on the OSAC Registry must be developed through a process that follows the core OSAC principles of openness, balance, consensus, and harmonization.

3.1 Openness

OSAC supports the principle of openness by:

- making information about OSAC activities publicly available on the OSAC website,
- having NIST staff or OSAC members deliver public updates on OSAC activities with opportunities for open comment whenever feasible,
- providing open comment periods for public input prior to listing OSAC Proposed Standards on the OSAC Registry, and
- coordinating open comment periods for input on standards published by Standards Developing Organizations (SDO) prior to listing on the OSAC Registry.

3.2 Balance

OSAC shall balance representation across stakeholders.

3.3 Consensus

Within OSAC, consensus refers to reaching general agreement among members within or across OSAC units. The Registry approval process requires consideration of all views, proposals, and objections. When unanimous support is not possible, OSAC shall strive to make decisions that are supported by the available information and to consider opposing views or abstentions. The achievement of consensus shall be based on a thorough examination of issues, including the discussion of dissenting opinions and the resolution of disagreements.

3.4 Harmonization

OSAC standards efforts shall encourage harmonization to minimize redundant, overlapping or conflicting standards.

4. **Membership (Member and Affiliate Appointments)**

4.1 General Authorities

OSAC shall have appointed members and affiliates (see definitions in 4.2 and 4.3). The FSSB shall be responsible for membership appointments and all associated procedures regarding membership, including, but not limited to, vacancies, appointments, term limits, lifetime limits, suspensions, and terminations. The FSSB may delegate membership appointments to subordinate OSAC units.

OSAC members and affiliates may include:

- federal, state, local and tribal forensic science practitioners,
- private forensic science practitioners,
- laboratory managers,
- academicians,
- researchers,
- statisticians,
- measurement scientists,
- human factors specialists,
- quality managers, and
- officers of the court.

To be eligible for appointment as an OSAC member or affiliate, individuals shall complete and submit an OSAC application. Completion of an OSAC application requires applicants to read and agree to abide by the *OSAC Code of Responsibility*.¹

¹ The documents noted in italic font throughout this document are OSAC governing documents. They can be viewed on OSAC's Governing Documents webpage: <https://www.nist.gov/adlp/spo/organization-scientific-area-committees-forensic-science/about-us/governing-documents>

No individual shall be denied membership because of race, color, religion, sex, national origin, age, disability, or sexual orientation.

4.2 Member Eligibility, Role, Appointments, and Exceptions

Each OSAC member shall be a United States citizen or lawful permanent resident of the U.S. (i.e., green card holder).

Each OSAC member has voting rights in the applicable board, committee, subcommittee, panel, or task group of the OSAC to which the member is appointed.

OSAC Member Appointments:

- Membership resides with the individual, not an employer or organization, except for positions on the FSSB representing professional forensic science associations.
- Members are appointed to an initial three-year term, beginning at the start of the federal fiscal year (October 1). Members are eligible for reappointment for a second consecutive three-year term in the same OSAC unit.
- Members who complete two consecutive terms in a single unit shall serve a minimum one-year break in service before serving again on the same OSAC unit. The member may convert to an affiliate during this one-year break. The OSAC unit is based on the member's appointed position and shall be associated with the highest level of the OSAC on which the member serves (e.g., SC Chairs are SAC positions).
- New OSAC members shall be selected and appointed as terms expire.
- Members who resign or are unable to complete their terms may be replaced following the OSAC Membership Nominations and Appointment Procedure.
- The term of a member appointed to fill a vacancy created by a member's departure shall begin when the replacement is made, retroactive to the beginning of the federal fiscal year, and end after two more fiscal years.
- Members shall be appointed with the approval of a two-thirds (2/3) majority vote of the relevant OSAC approving authority (i.e., FSSB or SAC) following the OSAC Membership Nominations and Appointment Procedure.
- Under exceptional circumstances, the FSSB may consider exceptions to the membership appointment process for OSAC members.

OSAC Member Appointment Exceptions:

The FSSB may consider OSAC member appointment exceptions for positions in OSAC that are determined to be hard-to-fill or when the application database has a lack of candidates or subject matter experts. Membership appointment exception actions include the following options:

- keeping the member position vacant,
- extending the existing member's appointment beyond their term limit, or
- appointing an OSAC member or affiliate to serve as an acting member in the designated role until a new qualified member is appointed.

Member appointment exceptions are approved by a two-thirds (2/3) majority vote of the FSSB.

4.3 Affiliate Eligibility, Role, and Appointments

An OSAC affiliate may be a United States citizen or lawful permanent resident of the U.S. (i.e., green card holder) or international participant.

OSAC affiliates are those who have been selected to serve as non-voting participants on a committee, subcommittee, or panel or to serve as a voting participant on a task group.

Affiliates do not have term limits. They serve at the pleasure of the OSAC unit Chair unless superseded by a two-thirds (2/3) majority vote of the FSSB to suspend or terminate their activity. Suspension or termination of an affiliate, either by the OSAC unit Chair or by the FSSB, is effective immediately without appeal.

OSAC shall select affiliates in accordance with the *OSAC Membership Nominations and Appointments Procedure*.

5. **OSAC Code of Responsibility**

OSAC is composed of professionals from the forensic science, research, and legal community with the goal of working together to strengthen the nation's use of forensic science. When applying for membership or affiliate status, applicants acknowledge that they have read and agree to abide by the *OSAC Code of Responsibility*.

6. **Censure, Suspension or Termination of Membership**

The FSSB may censure, suspend or terminate an OSAC member or affiliate by a two-thirds (2/3) majority vote of the FSSB for failure to satisfy *OSAC Participation Requirements*, for violations of the *OSAC Code of Responsibility*, or for violations of state or federal criminal law.

7. **OSAC Units: Purpose, Roles and Responsibilities, Membership Positions, Officers, Authority**

OSAC shall have units that have a specific purpose, roles and responsibilities, membership positions, officer positions, and authorities designed to accomplish the OSAC mission. These OSAC units are represented on OSAC's organizational chart and include the following:

- Forensic Science Standards Board (FSSB) - 1 unit
- Scientific Area Committees (SACs) - 8 units
- Subcommittees (SCs) - 19 units
- Standards Review Panel (SRP) - 1 unit

7.1 Forensic Science Standards Board (FSSB)

7.1.1 Purpose

The FSSB is the governing board of OSAC and serves as the mechanism by which NIST gains forensic science community input into the management and administration of the OSAC.

The FSSB aims to:

- facilitate the promulgation of standards that will support the development of quality benchmarks and enhance consistency across the forensic science community,
- discuss and address issues related to the OSAC standards development process, and
- coordinate the activities of the SACs, SCs, and SRP.

7.1.2 Roles and Responsibilities

The FSSB responsibilities include:

- determining the overall direction of OSAC,
- approving OSAC procedures and membership appointments for the FSSB, SACs, and SRP,
- establishing priorities and topics to be addressed by SACs, SC, SRP, and FSSB Task Groups,
- establishing requirements and recommendations for what is included in standards being considered for the OSAC Registry,
- establishing the review procedures and criteria used by the SACs and SRP to approve standards for listing on the OSAC Registry,
- reviewing and approving, when needed, SDO Published Standards or OSAC Proposed Standards for the OSAC Registry,
- identifying gaps in the existing body of standards in collaboration with the SACs,
- ensuring that standards identified by a SAC that may affect another SAC or SC are evaluated by that component and managing any conflicting statements, requirements, and recommendations,
- providing advice and assistance to support the work of SACs, SCs, SRP, and FSSB Task Groups, by facilitating communications among NIST, the FSSB, SACs, SCs, SRP, and FSSB Task Groups, and the forensic science community,
- approving the creation, merger, abolishment, or relocation of SACs, SCs, and the STR, and
- reporting FSSB activity and decisions to the forensic science community, interested individuals, and organizations.

7.1.3 Membership Positions

The FSSB shall consist of:

- the Chair of each SAC,
- one NIST representative (Ex-Officio Member),
- maximum of six Members-at-large. Members-at-large shall include at least one subject matter expert in the areas of forensic science research, human factors, the law, and statistics, and
- representatives from the following seven professional forensic science associations: American Academy of Forensic Sciences (AAFS), American Society of Crime Laboratory Directors (ASCLD), Association of Firearm and Toolmark Examiners (AFTE), Association of Forensic Quality Assurance Managers (AFQAM), International Association for

Identification (IAI), National Association of Medical Examiners (NAME), and Society of Forensic Toxicologists, Inc. (SOFT).

The seven professional forensic science association representatives shall be responsible for:

- communicating non-confidential information regarding OSAC to the professional association,
- providing input to the FSSB on activities of the professional association related to OSAC,
- providing quarterly updates to the FSSB on their professional association's governing board's priorities for OSAC to pursue, standards implementation efforts and activities, and perceived challenges regarding OSAC work products,
- facilitating the interface between the professional association's governing board and the OSAC Program Office or FSSB,
- providing feedback on FSSB activities, and
- serving as the primary point of contact for the dissemination of information, as needed, between OSAC and the professional association.

FSSB members shall be appointed with the approval of a two-thirds (2/3) majority vote of the FSSB. The number of members-at-large or representatives from professional associations may be changed with the approval of a two-thirds (2/3) majority vote of the FSSB.

7.1.4 Officer Positions

- The Officers of the FSSB are the Chair, Vice Chair, Executive Secretary, and NIST Ex-Officio member, who make up the FSSB Executive Task Group. These individuals may participate in debates, make formal motions, and cast votes.
- The FSSB Chair shall manage the activities of the FSSB. This duty includes approving FSSB meeting agendas, presiding over meetings, inviting guests to meetings, and coordinating communication between FSSB and other OSAC units.
- The FSSB Vice Chair shall assume the Chair's role in the Chair's absence and manage FSSB Task Group activities.
- The FSSB Executive Secretary shall be responsible for meeting roll call and recording member participation.
- The NIST Ex-Officio Member serves as a voting member of the FSSB Executive Task Group and the FSSB.
- FSSB Officers serve one-year terms. Officers shall be elected by the FSSB membership prior to the end of the existing term. Officers are eligible for reelection.
- FSSB members may only hold one officer position at a time.
- SAC Chairs may not hold an officer position on the FSSB.

7.1.5 Authority

The FSSB shall oversee and coordinate the activities of the SACs, SCs, SRP, and FSSB Task Groups.

7.2 Scientific Area Committees (SACs)

7.2.1 Purpose

SACs manage the activities and priorities of the forensic science discipline-specific SCs within the SACs, fostering collaboration and harmonization across all SACs and SCs. SACs have final approval authority for the placement of standards published by standards developing organizations (SDO) on the OSAC Registry.

7.2.2 Roles and Responsibilities

SAC responsibilities include:

- providing direction, priorities, and oversight for the work performed by its SCs,
- approving SC member appointments,
- reviewing and approving standards published by SDOs for the OSAC Registry by following FSSB approved procedures, such as the OSAC Registry Approval Process and OSAC Registry Management Process,
- reviewing OSAC Proposed Standards and recommending SRP approval for the OSAC Registry,
- identifying gaps in existing standards,
- approving SC research needs and reference documents for placement on the OSAC website,
- communicating activities and progress of the SAC and its SCs to the FSSB,
- communicating priorities and recommendations of the FSSB to its SCs,
- supporting the work of other SACs and SCs by providing advice and assistance regarding the development of standards,
- ensuring that standards identified by one SC, which may impact other areas, are vetted and do not conflict with the work of other SCs or SACs,
- providing input on the creation, merger, abolishment, or relocation of SCs by recommendation of the SAC Chair to the FSSB, and
- engaging with relevant SDOs that publish standards in their forensic science disciplines.

7.2.3 Membership Positions

The SAC shall consist of:

- SAC Chair
- SAC Vice Chair
- Chair of each SC
- Maximum of four “positions” for members with expertise in human factors, the law, quality assurance, and statistics.
 - Note: Each “position” may be filled by more than one member, but each “position” has only one vote.

SAC members shall be appointed with the approval of a two-thirds (2/3) majority vote of the FSSB. Additional SAC membership positions may be authorized with the approval of a two-thirds (2/3) majority vote of the FSSB.

7.2.4 Officer Positions

- The Officers of a SAC are the Chair and Vice Chair.
- The Chair shall manage the activities of the SAC. This duty includes approving meeting agendas, presiding over meetings, inviting guests to meetings, preparing and presenting SAC activities to the FSSB and at OSAC meetings, and coordinating communication between the SAC and its SCs and other OSAC units.
- The Vice Chair shall assume the Chair's role in the Chair's absence and manage all its task group activities. The Vice Chair shall be responsible for recording meeting participation, assisting with the development and distribution of meeting agendas, preparing minutes, and distributing relevant documents.

7.2.5 Authority

A SAC shall oversee and coordinate the activities of its SC and SAC Task Groups.

7.3. Subcommittees (SCs)

7.3.1 Purpose

SCs coordinate and develop technically sound draft standards through a consensus-based standards development process. SCs shall bring together discipline-specific subject matter experts and other relevant stakeholders to identify, draft, and review discipline-specific standards. SCs recommend documents for the OSAC Registry.

7.3.2 Roles and Responsibilities

SC responsibilities include:

- drafting OSAC proposed discipline-specific standards that are technically sound through a consensus-based standards development process,
- reviewing and recommending SAC approval of standards published by SDOs for placement on the OSAC Registry following FSSB approved procedures,
- revising published standards or recommending revisions to published standards to SDOs,
- coordinating the delivery of SC comments to SDOs during SDO public comment periods,
- identifying gaps in existing standards and best practices in the SC's discipline,
- drafting research needs and reference documents for placement on the OSAC website,
- communicating activities, accomplishments, challenges, and progress to its SAC,
- managing SC Task Groups to accomplish the objectives of the SC,
- collaborating with other SCs by providing advice and assistance in the development of the standards,
- providing advice on the creation, merger, abolishment, or relocation of SCs to the SAC and FSSB,
- supporting and advancing other standards-related work products, such as standardization roadmaps, terms and definitions, and
- engaging and jointly collaborating with relevant SDOs that publish standards in the SC's forensic science discipline.

7.3.3 Membership Positions

SCs shall consist of:

- practitioners who represent the relevant forensic science discipline,
- researchers who contribute to scientific and technical methods and discussions in the relevant forensic science discipline, and
- other stakeholders that contribute to the review and production of robust standards in the relevant forensic science discipline.

The target distribution of membership will vary for SCs depending on the maturity of the methods in practice, their current state of standardization, and the priorities of the SCs. The general target distribution of SC membership is as follows:

- Maximum of 70 percent of practitioners
 - o 20 percent of federal practitioners
 - o 30 percent of state and local practitioners
 - o 20 percent of civil and other practitioners
- Minimum 30 percent researchers, research and development technology partners, educators, accreditation and certification specialists, quality specialists, human factors professionals, members of the legal community, and non-practitioner scientists (including statisticians and measurement scientists).

Each SC shall have a member(s), affiliates(s), or designee(s) identified as an SDO liaison between the SC and the SDO consensus body or subcommittee. Responsibilities include:

- Monitoring the status of documents in development in the SDO and
- Serve as the point of contact, coordinating activities and communication between the SC and the SDO.

SC members shall be appointed with the approval of a two-thirds (2/3) majority vote of the SAC.

7.3.4 Officer Positions

- The Officers of a SC are the Chair, Vice Chair, and Executive Secretary.
- The Chair shall manage the SC activities. This duty includes approving meeting agendas, presiding over meetings, inviting guests to meetings, acting as a spokesperson for the SC, preparing and presenting SC activities at OSAC meetings, and disseminating draft documents and other work products within OSAC.
- The Vice Chair shall assume the Chair's role in the Chair's absence and manage SC Task Group activities.
- The Executive Secretary shall be responsible for recording meeting participation, assisting with the development and distribution of meeting agendas, preparing minutes, and distributing relevant documents.
- The FSSB shall appoint the SC Chair (which is considered a SAC position).
- The members of the SC shall elect the Vice Chair and Executive Secretary by majority vote of the SC's total membership before the end of the existing term. The Vice Chair and

Executive Secretary terms shall extend until the completion of the member's existing term and be eligible for re-election to the member's second three-year term. Being an elected officer does not extend membership terms.

- A member may hold only one officer position at a time.

7.3.5 Authority

A SC shall oversee and coordinate its SC Task Groups.

7.4 Scientific Review Panel (SRP)

7.4.1 Purpose

The SRP shall provide critical and knowledgeable reviews of OSAC Proposed Standards for the purpose of approving such standards for posting on the OSAC Registry. Additionally, the SRP may be called upon to review standards published by SDOs on a case-by-case basis to provide additional expertise and recommendations for OSAC Registry approval.

7.4.2 Roles and Responsibilities

SRP responsibilities include:

- performing initial administrative and technical reviews of all OSAC Proposed Standards in parallel with open comment periods early in the OSAC Registry approval process to provide feedback and simplify the latter stages of the OSAC Registry approval process,
- performing evaluations, including administrative and technical reviews, of all OSAC Proposed Standards and select SDO published standards prior to placement on the OSAC Registry, following the FSSB approved review process,
- approving all OSAC Proposed Standards and select SDO published standards for listing on the OSAC Registry,
- respecting the confidentiality of SRP deliberations and not sharing preliminary drafts or comments,
- documenting deliberations and decisions, and
- reporting SRP activities to the FSSB.

7.4.3 Membership Positions

The SRP shall consist of:

- SRP Chair
- legal expert,
- statistics expert,
- quality assurance expert,
- human factors expert, and
- Four researchers/practitioners, strategically selected to cover a broad range of forensic expertise and practice.

SRP members shall be appointed with the approval of a two-thirds (2/3) majority vote of the FSSB.

7.4.4 Officer Positions

- The Officers of the SRP are the Chair and Vice Chair.
- The Chair shall manage the SRP's activities. This duty includes approving meeting agendas, meeting minutes, presiding over meetings, inviting guests to meetings, acting as a spokesperson for the SRP, and reporting on SRP activities.
- The Vice Chair shall assume the Chair's role in the Chair's absence. The Vice Chair shall be responsible for recording meeting participation, assisting with developing and distributing meeting agendas, preparing minutes, and distributing documents.
- The Chair is appointed by the FSSB.
- The members of the SRP shall elect the Vice Chair by majority vote of the SRP's total membership before the end of the existing term. The Vice Chair term shall extend until the completion of the member's existing term and be eligible for re-election to the member's second three-year term. Being an elected officer does not extend membership terms.
- The SRP Chair may select to add an Executive Secretary officer position to the SRP. The Executive Secretary will be selected following the same process as the Vice Chair. The SRP Chair will then distribute duties between the Vice Chair and Executive Secretary.

7.4.5 Authority

The SRP has no organizational authority.

8. Task Groups (TG)

8.1 Purpose

An OSAC unit Chair may establish TGs for their OSAC unit to accomplish specific goals. TGs shall bring together subject matter experts to review and draft standards or accomplish a specific OSAC task or priority. TGs operate until sunset by the OSAC unit Chair.

8.2 Roles and Responsibilities

TG responsibilities may include:

- developing initial drafts of OSAC Proposed Standards for consideration,
- providing advice and assistance to OSAC units that are drafting or reviewing standards,
- producing other OSAC work products, such as standardization roadmaps, documents on terminology, statements of research needs, process maps, and
- performing other OSAC tasks.

8.3 Task Group Positions

TGs shall consist of OSAC members or OSAC affiliates.

- OSAC member terms correspond to their term length on their OSAC unit.
- OSAC affiliates do not have a term length and serve at the pleasure of the OSAC unit Chair.

All participants are appointed and removed by the relevant OSAC unit Chair.

8.4 Task Group Officer Positions

- Each TG shall have a Chair.
- The TG Chair is appointed by the OSAC unit Chair.
- The Chair shall manage the TG's activities. This duty includes presiding over meetings, inviting guests to meetings, reporting on TG activities, and disseminating draft documents and other work products within OSAC.
- If the TG Chair is not a member of the OSAC unit Chair's unit, the OSAC unit Chair shall appoint a member of their OSAC unit to serve as a Liaison to the TG. The Liaison's role is to facilitate communication between the TG and the OSAC unit.
- Based on the size and complexity of the TG, Vice Chair and Executive Secretary positions may be established by the TG Chair.
- The Vice Chair shall assume the Chair's role in the Chair's absence and manage any subordinate TG activities.
- The Executive Secretary shall be responsible for recording meeting participation, assisting with the development and distribution of meeting agendas, preparing minutes, and distributing relevant documents.
- The members of the TG shall elect the Vice Chair and Executive Secretary by majority vote of the TG's participants, as applicable.

8.5 Authority

TGs are not considered OSAC units and have no organizational authority. TG documents intended for dissemination outside of the TG's OSAC unit must be approved by the OSAC unit Chair prior to distribution.

8.6 Required Task Groups

OSAC shall have dedicated TGs comprised of subcommittee members or affiliates, focusing on:

- Human Factors
- Legal
- Terminology

9. Meetings

Meetings of the FSSB, SACs, Subcommittees, SRP, and TGs shall be conducted as described below.

9.1 Frequency

- OSAC units shall meet at least quarterly.
- The OSAC unit Chair may convene meetings with at least 48 hours' notice.
- TGs meet as needed, with meetings convened by the TG Chair.

9.2 Venue

- OSAC units and TGs may meet in person or virtually.
- NIST shall approve the venue for any in-person meetings.
- Meetings shall be closed to the public. Public meetings or OSAC units' or TGs' opening specific sections of their meetings to the public may occur with prior written approval from the OSAC Program Office.
- OSAC meetings shall not be recorded by the OSAC unit or TG without prior written approval from the OSAC Program Office.

9.3 Participation

- Members and TG participants shall participate following the OSAC Unit Participation Requirements.
- Members and TG participants shall attend as many meetings as possible.
- The OSAC unit Chair or TG Chair may invite guests to attend meetings. Guest invitations for in-person meetings require approval from the OSAC Program Office.
- Active, healthy debate is encouraged. OSAC processes are designed to produce consensus decisions where different perspectives are provided an opportunity to be heard and dissenting opinions are considered. However, the process moves forward after the required level of support is achieved.

9.4 Manner of Acting

- Meetings may be conducted without following formal rules of procedure; however, if a member objects to a procedure or the chair deems it appropriate, the latest edition of Robert's Rules of Order shall be followed.

9.5 Agenda

- Agenda items may be suggested by NIST and OSAC members.
- OSAC unit Officers and TG Chairs shall ensure the meeting agenda is distributed at least 24 hours before each meeting's start.

9.6 Minutes

- The OSAC unit's Executive Secretary, Officer, or designee shall take the minutes of each meeting and distribute them for approval by the OSAC unit's Executive Task Group or the full OSAC unit before the next meeting.
- TG Chairs shall establish their TG's meeting documentation requirements.
- Approved minutes shall be made available to the OSAC unit within ten days of approval.
- OSAC unit meeting minutes are considered the business record of that event.

10. Quorum and Voting

Voting is used to fill member positions, approve motions during the normal course of business, and approve published standards and OSAC Proposed Standards for listing on the OSAC Registry. The following voting and quorum requirements apply:

- Two-thirds (2/3) of an OSAC unit's membership or TG shall constitute a quorum. A quorum is required to conduct business in which a vote is required.
- Each member of an OSAC unit shall have one vote in that OSAC unit.
- Each participant in a TG shall have one vote in that TG.
- An OSAC member who will not be present at a meeting may notify an OSAC unit officer of their votes before the meeting or may designate a proxy. The proxy shall either be an active voting member of the OSAC unit that is meeting or an Officer from the OSAC unit that the member represents. (e.g., For FSSB meetings, a SAC Chair may designate their proxy to be an existing FSSB member or their SAC Vice Chair).
- A TG participant who will not be present at a TG meeting may notify the TG Chair of their votes before the meeting or may designate a proxy, who must be an active participant in the TG.
- In ascertaining whether a quorum is present for a vote, proxy votes shall be counted. OSAC members may only hold one proxy in OSAC unit meetings. TG participants may only hold one proxy in TG meetings.
- A simple majority vote of the membership is required to pass a motion.
- A two-thirds (2/3) majority vote of the OSAC unit membership is required to approve a standard to move forward in the OSAC Registry approval process.
- Votes may take place during OSAC unit meetings or via an electronic poll.
- TG participants voting in TG meetings or via TG electronic poll may approve motions with a simple majority vote of the TG participants. TGs require a two-thirds (2/3) majority vote of the TG to formally establish the consensus of the TG.

11. Representation and Communication

- At the request of NIST, OSAC officers or members may represent OSAC.
- OSAC officers and members have no authority to make official representations about OSAC positions without the specific prior, written approval of NIST.

12. Publications

OSAC publications are not legal documents, laws, or regulations.

13. Lobbying

OSAC members and affiliates shall not engage in lobbying related to forensic science as part of their OSAC activities.

14. Commercial Activities

OSAC shall not design, promote, or sell products or technologies.

15. Proprietary Rights

15.1 General

Except for policies and procedures that may be issued by NIST to the contrary, all information provided by any participant during or in relation to any official meeting or activity of OSAC, whether in-person, virtual or telephonic, and including emails and other correspondence, shall be deemed to have been

provided on a non-confidential basis. Such disclosure does not waive any rights of Federal or international statutory patent or copyright, except as set forth herein.

No right, express or implied, to the intellectual property of any member or affiliate is granted to OSAC or any other member or affiliate solely as a consequence of providing information as set forth above, except that the providing member or affiliate grants the non-exclusive, irrevocable, royalty-free, worldwide right to NIST to use the information in connection with the development of the OSAC work product for which the information was provided, and to use, and grant to others the permission to use, the work product's content derived from the information, in any format or medium without restriction. No member or affiliate shall be required to gift or exchange proprietary information to or with any other member or affiliate solely because of being a member or affiliate of OSAC.

15.2 Copyright

OSAC work products subject to copyright include OSAC Proposed Standards and other documents ("Works") such as OSAC Technical Guidance Documents. Copyright in these Works will be held by NIST as the OSAC Administrator.

Any rules or policies adopted by NIST shall control all rights of ownership and publication related to Works, the specific license rights to which members or affiliates may be entitled, and fees, if any, which may be charged to members, affiliates, and third parties for access to and use of such Works.

16. **Record Retention**

All records shall be kept or disposed of according to a formal records management policy as defined by policies and procedures set out by NIST (currently, NIST Order 1601.00 Records Management).

Records are maintained in accordance with the OSAC NARA-approved Records Retention Schedule (DAA-0167-2020-0002). All OSAC records are subject to the Freedom of Information Act, 5 U.S.C. § 552.

17. **Amendments**

The FSSB may amend the OSAC Charter and Bylaws with approval of at least a two-thirds (2/3) majority vote of the FSSB. NIST shall review amendments prior to implementation for programmatic, legal, and financial implications.

18. **Dissolution and Transition**

NIST reserves the right to dissolve OSAC or to transfer control and support to another organization.